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GENERAL ADMINISTRATION (AR) DEPARTMENT

The 3rd November, 2010

To

All Departments of Government

Sub: Incorporation of Job Chart of Junior Grade Data Entry Operators in the Orissa Secretariat Instructions.

The under signed is directed to say that in the Chapter-I (Organisation), Para. 8 (Duties of staff) of Orissa Secretariat Instructions, 1948, the Job Chart of Junior Grade Data Entry Operators is hereby incorporated as a new head ***“M-Duties of Junior Grade Data Entry Operators”*** as follows.

It shall come into force with effect from the date of the publication in The Orissa Gazette.

“M-Duties of Junior Grade Data Entry Operators”:—

A Junior Grade Data Entry Operator shall be responsible:

01. for Multilingual Data Processing both in English and Oriya
02. for timely entry of data
03. for preparing the document, printing the document after due comparison and verification,
04. for scanning/digitization of photographs and records as and when require,
05. for creating new e-Mail ID as and when required and also manage the official e-mails received. DEO should also be responsible for browsing the websites for collecting Department related information and inform the authority,

06. for preparing official documents such as note sheets / reports and returns / official drafts using Word, Spreadsheet and Presentation Software,

07. for managing the e-Governance in —

- Office Procedure Automation
- Pay Bill Processing
- Human Resources Management System
- Court Case Management Software etc.

and other MIS Software developed for departmental use to make the office e-Compliant,

08. for providing hands on support to the officers on various e-governance and other Application Software developed for Departmental use,

09. to take data backup on weekly basis and restore the same in case of the data loss and manage the computer from VIRUS attacks.

By order of the Governor

Vijay Arora

Special Secretary (AR)